

Manuals

The Minnesota Department of Human Services maintains a number of manuals relating to the programs and services offered. These manuals provide general guidance to a variety of users and are subject to change resulting from subsequent DHS bulletins, amended or superseding state and federal laws, or other correspondence from the Department of Human Services. Users of a manual are responsible for ensuring they have identified the most current information.

See the manual descriptions for more specific information about what the manual covers and its intended audience.

[Adult Protection Manual \(PDF\)](#)

The adult protection manual provides policy, procedures and guidelines to the investigation of vulnerable adult maltreatment for county staff.

[Adult Protection Structured Decision Making and Standardized Tools Guidelines and Procedures Manual](#)

The Structured Decision Making and Standardized Tools Guidelines and Procedures Manual is to be used with the Adult Protection manual.

[Child Care Assistance Program \(CCAP\) Policy Manual](#)

The Child Care Assistance Program (CCAP) Policy Manual contains the policies, procedures, rules and statutes of the CCAP program. The primary users of this manual are child care, financial, and employment service workers in Minnesota counties and contracted agencies assisting families to become employed and self-sufficient.

[Child Support User Documentation](#)

The Child Support User Documentation is a resource for users of the child support computer system PRISM (Providing Resources to Improve Support in Minnesota). Child Support User Documentation provides county and state workers with PRISM system availability and announcements, and reference materials including combined policies and procedures, child support-related documents, and user assists. Child Support User Documentation can only be accessed by county and state PRISM system users.

[Combined Manual](#)

Contains the policies for the following programs:

- Minnesota Family Investment Program (MFIP)
- Diversionary Work Program (DWP)
- Food Support (FS)
- Minnesota Supplemental Aid (MSA)
- General Assistance (GA)
- Group Residential Housing (GRH)
- Refugee Cash Assistance (RCA)
- Emergency programs

[Community-Based Services Manual \(CBSM\)](#)

This manual is a resource for lead agencies who administer home and community-based services that support older Minnesotans and people with disabilities.

[Community First Services and Supports \(CFSS\) Policy Manual](#)

This manual is a resource for lead agencies and providers who support people receiving CFSS. It will include personal care assistance (PCA) policy until the transition from PCA to CFSS is complete.

[Consumer Directed Community Supports \(CDCS\) Consumer Handbook \(PDF\)](#)

Information on CDCS services available to people on home and community-based waivers and the Alternative Care (AC) program.

[Consumer Directed Community Supports \(CDCS\) Lead Agency Operations Manual \(PDF\)](#)

This manual previously was the primary source for CDCS policy. DHS is currently transferring information found in this manual to the [CDCS Policy Manual](#).

[Consumer Directed Community Supports \(CDCS\) Policy Manual](#)

This manual is the primary source for CDCS policy, and is a reference for lead agencies, fiscal support entities and support planners.

[DD Screening Document Codebook](#)

A web-based version of the DD Screening Document Codebook to serve as a reference tool for county workers. The codebook includes DD screening responsibilities, the DD screening process, instructions and scenarios specific to completion of the DD Screening Document.

[Disability Waiver Rate System \(DWRS\) Cost Reporting Tool Instruction Manual](#)

This manual is a step-by-step guide for DWRS providers on how to report costs. It includes definitions, plain language explanations and many examples.

[DSD MMIS Reference guide](#)

This reference guide provides step-by-step instructions for MMIS entry of screening documents and services agreements specific to programs and services managed by the Disabilities Services Division.

[Early Intensive Developmental and Behavioral Intervention \(EIDBI\) Benefit Policy Manual](#)

This manual includes policy information about the EIDBI Benefit, an MHCP program for children and young adults with autism spectrum disorder and related conditions.

[Employment Services Manuals – MFIP and DWP](#)

Contains the policies and procedures of the Employment Services component of the Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP). Also contains the Employability Measure and User's Guide.

[ICF/DD Systems Manual](#)

The ICF/DD Systems Manual is a reference tool for county and ICF/DD providers in understanding ICF/DD reporting and payment policies. Each county and ICF/DD is responsible to reference and implement the manual information.

[Instructions for Completing and Entering the LTCC Screening Document and Service Agreement into the MMIS](#)

This manual is used by lead agencies for long-term care screening document and service agreement inquiry and submissions.

[Instructions for Completing and Entering the LTCC Screening Document/Health Risk Assessments into MMIS for the Special Needs BasicCare \(SNBC\) Program](#)

This manual is used by lead agencies for long-term care screening document inquiry and submissions into the Medicaid Management Information System (MMIS) for the Special Needs BasicCare (SNBC) program.

[Instructions for Completing and Entering the LTCC Screening Document into the MMIS for the MSHO and MSC+ Programs](#)

This manual is used by lead agencies and health plans for long-term care screening document inquiry and submissions into the Medicaid Management Information System (MMIS) for the Minnesota Senior Health Options (MSHO) and Senior Care Plus (MSC+) programs.

[MA Estate Recovery Manual](#)

This manual provides collection workers at local agencies with procedural standards for Medical Assistance estate recovery.

[MCO MPSE Manual](#)

This Managed Care Organization (MCO) Minnesota Provider Screening and Enrollment (MPSE) Manual provides step-by-step instructions for MCOs on how to register, reinstate or review providers in Minnesota Health Care Programs using the online Minnesota Provider Screening and Enrollment (MPSE) portal.

[MEC² User Manual](#)

The MEC² User Manual is the procedural manual for county and contracted agencies' child care workers that administer the CCAP (Child Care Assistance Program) using the MEC² (Minnesota Electronic Child Care) Integrated system.

[MHCP Provider Manual](#)

Is a reference for Minnesota Health Care Programs service providers. It includes provider requirements, billing information, and information on specific services provided through Medical Assistance (MA) and MinnesotaCare.

[Medicaid Management Information System \(MMIS\) User Manual](#)

Enrollment staff support for Minnesota's automated system for payment of medical claims and capitation payments for Minnesota Health Care Programs (MHCP) which includes MinnesotaCare, MA and Medicare Supplement Programs.

[Mental Health Information System \(MHIS\) Manual](#)

The MHIS Reporting Manual is a reference guide for mental health providers who are required to report client-level outcome measures in Minnesota. It includes reporting requirements, client data elements and batch requirements. Each provider is responsible to reference and implement the manual information.

[Minnesota Health Care Programs \(MHCP\) Eligibility Policy Manual](#)

The Minnesota Health Care Programs (MHCP) Eligibility Policy Manual (EPM) provides eligibility policy for the health care programs administered by the Minnesota Department of Human Services.

[Minnesota Health Care Programs Managed Care Manual](#)

Contains the policies and procedures for the Prepaid Minnesota Health Care Programs which consist of:

- Prepaid Medical Assistance Program (PMAP)
- Minnesota Senior Health Options (MSHO)
- Special Needs BasicCare (SNBC)
- Prepaid MinnesotaCare Program (PMCRE)

[Minnesota Provider Screening and Enrollment \(MPSE\) Manual](#)

This manual provides general information and step-by-step instructions on how to use the Minnesota

Provider Screening and Enrollment (MPSE) portal to submit enrollment requests for new and existing providers.

[MMIS Financial Control – County Entry of Recoveries](#)

This document is used by county employees to complete Medicaid Management Information System recoveries.

[Moving Home Minnesota Program Manual](#)

Moving Home Minnesota Program Manual information, policy and procedures for people moving from qualified institutions to qualified community residences.

[Overpayments Recovery Manual](#)

This manual provides collection workers at local agencies with instructions and procedures for recovering Medical Assistance overpayments.

[Parent Aware Policy Manual](#)

The Parent Aware Policy Manual contains the policies for participation in Parent Aware, Minnesota's voluntary quality rating and improvement system, which provides quality ratings to child care and early education programs based on a one- to four-star scale. The primary users of this manual are members of the Child Care Aware of Minnesota system including Quality Coaches, Classroom Assessment Scoring System (CLASS) Coaches, Professional Development staff, Coach Supervisors, Parent Aware Raters, Parent Aware Recruiters and Child Care Aware Coordinating Office staff.

[Performance Improvement Plan Instruction Manual](#)

This manual accompanies an online form used by counties to develop a Performance Improvement Plan (PIP).

[Rates Management System User Manual](#)

Lead agency workers use the [Rate Management System \(RMS\)](#) tool to calculate payment rates for specific authorized services. Those rates are then entered into Medicaid Management Information Systems (MMIS). This manual provides RMS users with operational information that will help them use this tool effectively.

[Social Services Manual](#)

Compiles federal and state law, rules, regulations and internal management procedures that pertain to public social services in Minnesota. This manual is a statement of policy based on authority. Internal management procedures are instructions for implementing policy or are a clarification of policy.

Local social services agencies, under the authority of county and human services boards, are responsible for public social services in Minnesota. The Social Services Manual is written for local agencies to be used by them in implementing social services programs.

[Supplemental Nutrition Assistance Program Employment and Training Manual \(SNAP E&T Manual\)](#)

Policy and procedures for SNAP Employment and Training providers and county eligibility workers to help SNAP participants transition from public assistance to self-sufficiency by preparing for and obtaining paid employment.